



Help Sheet For Electronic Entries for Shrewsbury ASC
4th Spring Open Meet
1st SESSION WARM UP 8.30AM

Team Manager 5.0 Lite is a free download (a large file so you will need a fast internet connection) from Hy-Tek at <http://www.hy-tek.com/downloads.html> that enables users to enter meets created by Hy-tek's Meet Manager – the software used to run the Evolution OPEN MEET.

You also need to save the attached file '**Meet Events-SASC Spring Open Meet 2010-03Apr2010-001.zip**' that came with the email containing this document to a suitable location on your computer.

To load TM Lite.

- Minimum System Requirements :- 500MHz Celeron/Pentium.AMD class computer with 1GB Ram, Windows 2000, XP or Vista.
- After downloading Team Manager 5.0 Lite from www.hy-tek.com,
 - Select **Swim_TEAM_MANAGER_Lite.exe** and double click, **set up** will automatically use install wizard.
 - Follow on screen prompts to load onto hard drive.

Using TM Lite

When using TM Lite for the first time:-

- Click Ok on the info box about the Lite Version
- Click **Open/New**
- Enter a database file name (in capital letters), usually your team name and click **Open.**
- **System Preferences Window** then opens,
- In **Team/Swimmer Defaults**
- Set Default Team Registration to **UK**
- Set Default Team Type to **AGE**
- In **Meet Age-Up Date** Select **Meet End Date**
- In **System Age-Up Date** Select **Always Age Up To Today**

- Click **OK** to close Window
- Click No to age up athletes today query

Next

- Click **Teams/Add**
- Enter Team Code (this must be the ASA recognised Club code, if you are not sure check here:- <http://www.britishswimming.org/vsite/vfile/page/fileurl/0,11040,5157-196324-213547-124222-0-file,00.pdf>)
- Enter Team Name
- Enter Short Name
- Click **OK** and then Cancel to close **Teams** Window
- Go back to main menu (click ↵ icon on the menu bar)

Next

- Click **Athletes/Add**
- In **Athlete Information**
- Enter Athlete's Last Name, First Name, Middle (If Applicable), Birthdate, select Male or Female.
- In **Member of** set **Team 1** to your team.
- Click **Build ID**.
- Click **OK**.
- Repeat for all of your swimmers entering any of the Meet. Then click **Cancel** to close **Athlete Information** Window
- Close **Athletes** Window.

Next

Click **File/Import/Meet Events**

- This will open import events window.
- Browse to find the files on your computer that were attached to the email that came with this document- '**Meet Events-SASC Spring Open Meet 2010-03Apr2010-001.zip**'
- Select the file of the meet you wish to enter, and click **open**.
- (You may get an information box suggesting an update to TM lite is required, this can be ignored.

- Click **OK.**)
- **TM** should unzip file to a temp folder on screen, select the file click **open** and follow screen prompts to complete loading this meet info.

Next

- Click **Meets**
- The meet you have previously chosen should be displayed, select it.
- Click **Entries** and select **Entries by Event** or **Entries by Name** to make you entries.
- You may get an information box telling you entry times must be entered in custom time field. Click **OK.**
- Individual entries may be made by either **Event** or **Name** but the more convenient is by **Name.**
- Select **Entries by Name.** In Window showing swimmers scroll down, if necessary, to required swimmer and select. When a swimmers name is highlighted all eligible events for that swimmer are shown. Click the box in the **Enter** column to select an event to enter, click the corresponding box in the **Custom Time** column and enter the time. Complete your entries for all swimmers.
- Complete all your entries then close **Entries** Window.
- Relay Teams can be detailed on the day of the meet.

And Finally!

- Click **Reports/Performance/Meet Entries.**
- In **Team** select your team, in **Event Filters** select which type of report you wish to create, and then click **Create Report.** Check your entries are complete and correct.
- You may find it useful to print a copy of this report.
- To create the electronic entry Click **File/Export/Meet Entries.** In **Export Entries** box select which Meet to export. Click **OK.** This creates a zipped file that is exported to directory **TMIIIData**, a folder on the C:\ drive. The filename of your first Meet entry will be '**your club code**'-**Entries001.ZIP**, second entry will be '**your club code**'-**Entries002.ZIP** and so on for each meet. You should keep a record of which numbered file relates to which Meet in case you need to make changes to your entries. This file should be attached to the e-mail that you send to **sascevents1@btinternet.com** to register your Team's swimmers.